Security Reminders

A. Classification decisions are either original or derived.

B. Only individuals occupying positions specifically authorized in writing may classify documents originally.

C. Only individuals with the appropriate security clearance, who are required by their work to generate classified source information, may classify derivatively.

D. There are three levels of classification, "TOP SECRET", "SECRET" and "CONFIDENTIAL." Do not use other terms, such as "Official Use Only," or "Administratively Confidential," to identify **classified** national security information.

E. Information shall not be classified for any reason unrelated to the protection of national security.

F. Classifiers are responsible for assuring that information is appropriately classified and properly marked. The proper markings include declassification instructions.

G. To have access to classified information, a person must have a security clearance at an appropriate level, a signed SF 312, "Classified Information Nondisclosure Agreement," and the "need-to-know."

H. Individuals who believe that information in their possession is inappropriately classified, or inappropriately unclassified, are expected to bring their concerns to the attention of their security manager or the classifier of the information for resolution.

I. Classified information shall not be discussed or read in public places. It should not be left unattended, even for a short time in automobiles, hotel rooms, private residences or public lockers. Only approved security containers are authorized for storage.

J. Classified information shall not be discussed on non-secure telephones. "Talking around" is a dangerous practice and does not provide adequate protection to classified national security information.

K. Notes, rough drafts, informal working papers, and other preliminary documents must be handled and destroyed as classified information. This

SECTION 1 - Marking "Originally Classified" Documents

SECRET 1.b.

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

date

MEMORANDUM FOR DASD (I&S) 1.a.

SUBJECT: Classification Markings (U)

1.a.

1. (U) This is an example of a document that contains originally classified information. Standard markings are required for all documents as shown here. These markings include:

a. (U) Portion marking(s) for each section of a document to reflect the classification of the information. When using subsections such as shown here, individual markings are used. When subsections are not marked, the information is protected at the level of protection shown by the overall section.

b. (U) Overall markings conspicuously using larger font size or bold.

c. (U) A "Classified by" line that includes the name or personal identifier and position of the originator.

d. (S) A reason for classification as shown on page 8 of this guide.

e. (U) A "Declassify on" line that indicates the following:

(1) The date or event for declassification not to exceed 10 years.
(2) The date that is 10 years from the date of the original decision.
(3) An extension beyond the initial 10 years of classification.
(4) An authorized and applicable exemption category(ies) as described on page 10 of this guide.

2. (S) If this paragraph contained "Secret" information, the portion would be marked with the designation "S" in parentheses. If the paragraph contained "Confidential" information, the portion would be marked with the designation "C" in parentheses.

1.c.

1.d.

1.e.

Classified by: Emmett Paige, Jr.
ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: December 31, XXXX

SECRET

Note: A line followed by a reference number, throughout this pamphlet, cites the paragraph number found on the same page.

Portion Markings and Overall Classification Marking

SECRET 3.

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

date

MEMORANDUM FOR DASD (I&S)

1. SUBJECT: Portion Markings and Overall Classification Marking (U) 1.

1. (U) The first step in marking a document is to identify the classification level of each portion contained in the document. This includes each paragraph, subjects, and titles. Only by identifying the proper classification for each portion can the overall classification level be determined.

a. (U) The three sample paragraphs shown here contain "Unclassified," "Secret," and "Confidential" information, respectively. Portion markings consist of the letters "(U)" for unclassified, "(C)" for "Confidential," "(S)" for "Secret," and "(TS)" for "Top Secret."

b. (U) These abbreviations are placed, in parentheses, before the portion, or after the title to which they apply.

c. (U) Whenever possible, use an unclassified title or subject line. If a classified title and/or subject is necessary, follow it with a short, unclassified title. 1.& 2.

2. (S) The second step in classifying a document is determining the overall classification of the document. The overall classification is determined by the highest classification level of information contained in the document. In the example shown here, "Secret" is the highest level of classification. This is paragraph 2. If it were to contain "Secret" information, this portion would be marked with the designation "S" in parentheses.

3. (C) "Conspicuously" place the overall classification at the top and the bottom of the page. This is paragraph 3. If it were to contain "Confidential" information, this portion would be marked with the designation "C" in parentheses.

SECRET

Portion Markings and Overall Classification Marking

SECRET 4.

4. (U) Mark each internal page with the overall classification, or with the highest classification level of information contained on that page.

5. (S) This is paragraph 5. If it were to contain "Secret" information, this portion would be marked with the designation "S" in parentheses.

SECRET

UNCLASSIFIED

4. (U) When using overall marking on every page of a document, ensure that extracts of the document are remarked to reflect actual classification and source description.

5. (U) This is paragraph 5. If it were to contain "Unclassified" information, this portion would be marked with the designation "U" in parentheses.

UNCLASSIFIED

SECRET

4. (U) This is paragraph 4. It is an unclassified paragraph and is therefore marked with a "U" as other portions on this page are classified. Should this paragraph be used to create another document, the information taken from this paragraph from this page would remain unclassified.

5. (S) This is paragraph 5. Should this paragraph contain "Secret" information, this portion would be marked with the designation "S" as indicated at the beginning of this paragraph. The overall classification on this page is marked "Secret" because this paragraph contain Secret information, which is the highest

SECRET

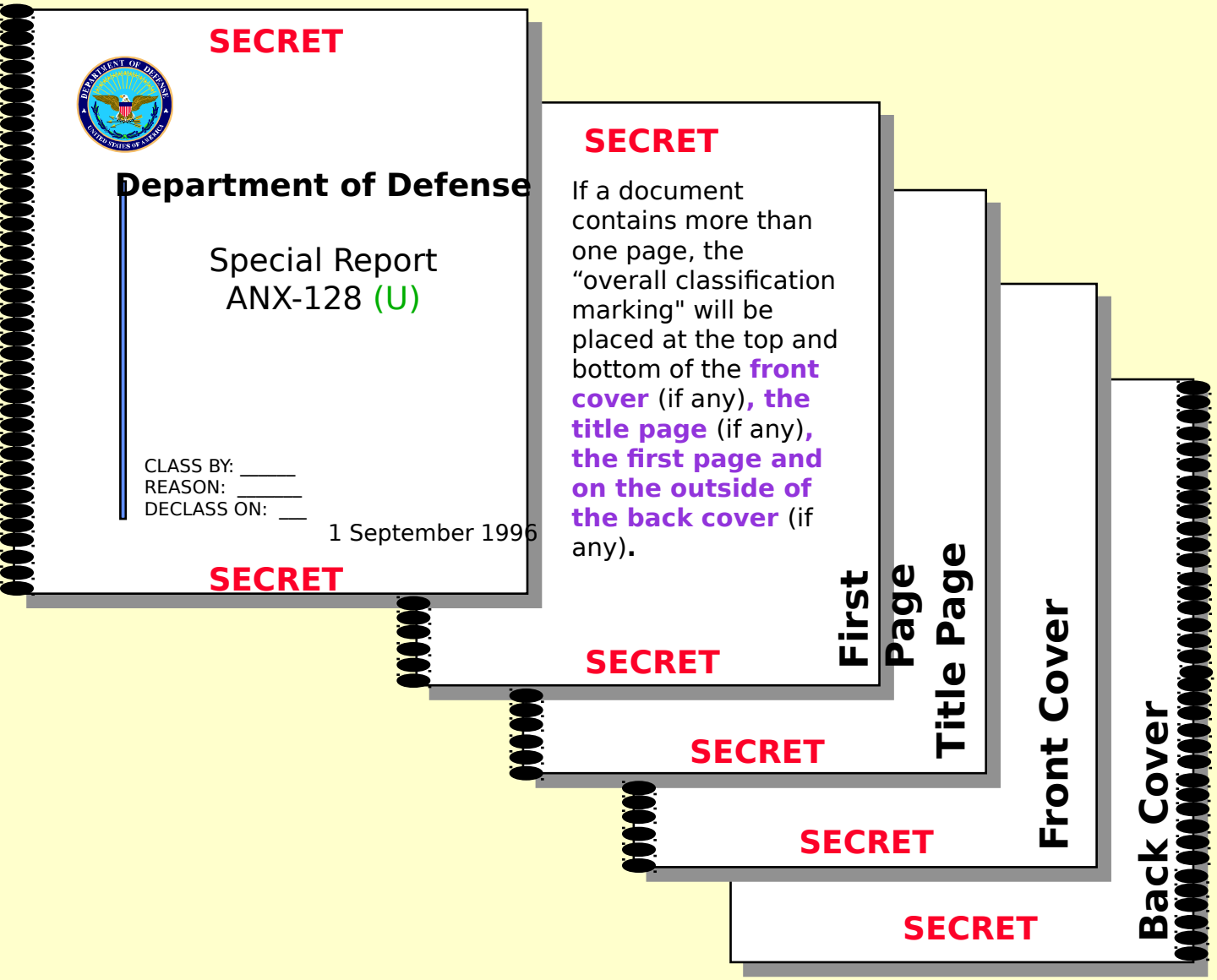
SECRET

(S) level of classification contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, the classification MUST be carried forward as well.

6. (U) This is paragraph 6. If it were to contain only "Unclassified" information, this portion would be marked with the designation "U" in parentheses.

SECRET

Portion Markings and Overall Classification Marking


SECRET
Department of Defense
Special Report
ANX-128 (U)
CLASS BY: _____
REASON: _____
DECLASS ON: ___
1 September 1996
SECRET
SECRET
If a document contains more than one page, the "overall classification marking" will be placed at the top and bottom of the front cover (if any), the title page (if any), the first page and on the outside of the back cover (if any).
SECRET
First Page
SECRET
Title Page
SECRET
Front Cover
SECRET
Back Cover

“Classified by” and “Reason for Classification” Line

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD (I&S) 31 August 1996

SUBJECT: “Classified by” Line (U)

1. (S) The third step in properly marking a document is to annotate the original classification authority on the document. This is accomplished by placing the original classification authority on the “Classified by” line. The “Classified by” line should include the name or personal identifier of the actual classifier and their position. If the identification of the originating agency is not apparent on the face of the document, place it *below* the “Classified by” line.

2. (U) Each original classification decision shall state a reason for classifying. Classification may be applied only to information described in the following categories as specified in section 1.5 of Executive Order 12958, “Classified National Security Information” are:

a. (U) Military plans, weapons systems or operations.
b. (U) Foreign government information.
c. (U) Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
d. (U) Foreign relations or foreign activities of the U.S., including confidential sources.
e. (U) Scientific, technological, or economic matters relating to the national security.
f. (U) U.S. Government programs for safeguarding nuclear materials or facilities.
g. (U) Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

3. (U) The original classifier shall identify a concise reason for classification which, at a minimum cites the applicable classification categories in section 1.5 of E.O. 12958 as the basis for classification. Original classifiers must ensure that the exemption category selected is consistent with the reason for classification cited on the document.

Classified by: Emmett Paige, Jr., ASD(C3I)
Reason: Military Plans; Foreign Relations
OR
Reason: 1.5 (a) and (d)
Declassify on: December 31, XXXX

1
2 & 3
3

SECRET

“Declassify on” Line

The final essential marking indicates the duration of classification. This information is placed on the “Declassify on” line. When determining the duration of classification, choose one of the following three declassification instructions: (Whenever possible, select the declassification instruction that will result in the shortest

1. Date or Event

When possible, identify the date or event for declassification which corresponds to the lapse of the information’s national security sensitivity. The date or event shall not exceed 10 years from the date of the original classification

OR

2. Ten Year Duration

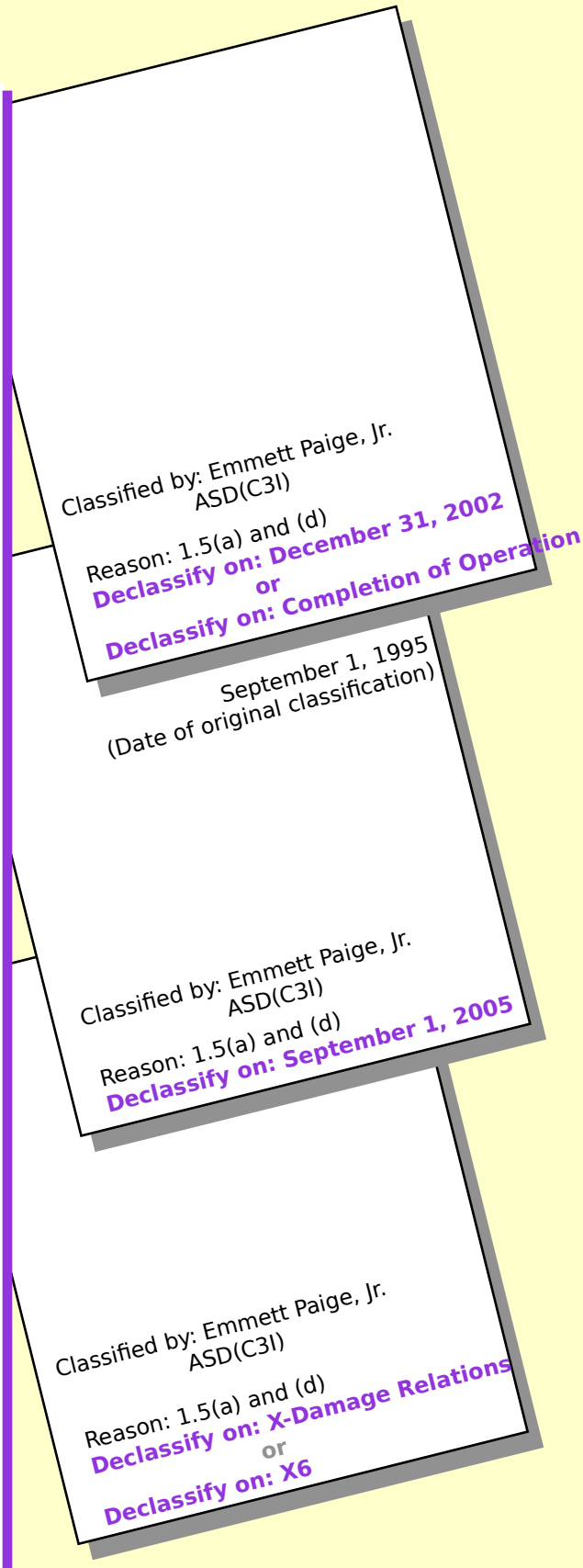
When a specific date or event cannot be determined, identify the date that is 10 years from the date of the original classification

OR

3. Exemptions from the Ten Year Rule

If the information has been determined exempt from declassification at 10 years by the original classifier, place the letter “X” plus a brief recitation of the exemption category(ies) OR the letter “X” plus the corresponding number to that exemption category(ies) in section 1.6(d) of Executive Order 12958.

See next page for a list of these exemption categories



Section 1.6(d) “Exemption Categories”
Exemption from 10-year Declassification

X1. Reveal an intelligence source, method, or activity, or a cryptologic system or activity.

X2. Reveal information that would assist in the development or use of weapons of mass destruction.

X3. Reveal information that would impair the development or use of technology within a United States weapons system.

X4. Reveal United States military plans or national security emergency preparedness plans.

X5. Reveal foreign government information.

X6. Damage relations between the United States and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing for a period greater than 10 years.

X7. Impair the ability of responsible United States Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of national security, are authorized.

X8. Violate a statute, treaty or international greement.

Working Papers

Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information shall be:

1. Dated when created.
2. Marked with the highest classification of any information contained therein.
3. Protected in accordance with the assigned classification.
4. Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification when retained more than 180 days from date of origin or released by the originator outside the activity. This requirement extends to all classification levels.

Information Transmitted Electronically

Information transmitted electronically, and retained as permanent records, must be marked, as would any other classified document, with the following special provisions:

1. The first item in the text must be the overall classification of the information.
2. For information printed by an automated system, overall and page markings may be applied by the system, provided they stand out conspicuously from the text. In older systems, this may be achieved by surrounding the markings with asterisks or other symbols.
3. Properly completed “Classified by” and “Reason” lines or “Derived from” line, declassification instructions, and downgrading instructions (when appropriate) must be included in the last line. Declassification and downgrading instructions shall not be used for information containing Restricted Data or Formerly Restricted Data.
4. The following abbreviations may be used:

    “CLASS” for “Classified by”
    “RSN” for Reason (only necessary for originally classified information)
    “DECL” for “Declassify on”
    “DERV” for “Derived from”
    “DNG” for “Downgrade to”

See example of an electronically transmitted message on the next

JOINT MESSAGE FORM

SECURITY CLASSIFICATION: **SECRET**

Page	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01	011730Z	JUN	96		PP	SSSS				

BOOK

MESSAGE HANDLING INSTRUCTIONS

FROM: JCS WASHINGTON DC//J3//
TO: SECDEF WASHINGTON DC

S E C R E T

SUBJ: PREPARATION OF DD FORM 173, "JOINT MESSAGE FORM" (U)

REF DOD 5200.1-R

1. (U) THE THREE LEVELS OF CLASSIFICATION ARE DOUBLE SPACED WHEN TYPED ON THE CLASSIFICATION LINE.

2. (S) PORTION MARKING REQUIREMENTS FOR MESSAGES ARE THE SAME AS FOR OTHER DOCUMENTS.

3. (C) THE "CLASSIFIED BY" OR "DERIVED FROM" LINE MUST BE INCLUDED IN THE LAST LINE OF THE MESSAGE.

4. (U) DECLASSIFICATION MARKINGS ARE ABBREVIATED ON THE DD FORM 173 AS FOLLOWS - A SPECIFIC DATE FOR DECLASSIFICATION (I.E. AUGUST 31, 1996), IS SHOWN AS "DECL 31 AUG 96"; A SPECIFIC EVENT FOR DECLASSIFICATION, (I.E. THE COMPLETION OF AN OPERATION) IS SHOWN AS "DECL COMPLETION OF OPERATION".

DERV SCG 123, DECL 31 AUG 96

DISTR

DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE
COL J.K. LAUER
DH COMPTROLLER 57040 1 JUN 96

SPECIAL INSTRUCTIONS

RELEASER

TYPED NAME TITLE OFFICE SYMBOL AND PHONE
O.D. SEE, BG, USA

SIGNATURE

SECURITY CLASSIFICATION
SECRET

DATE TIME GROUP

SECTION 2 - Marking "Derivatively Classified" Documents

SECRET

ABC Battalion Report (U)

Derivatively Classifying From a Source Document and Portion Markings (U)

1. (S) Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form, information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide issued by an original classification authority. **This paragraph contains incorporated information taken from the second paragraph of a source document, a paragraph marked "Secret." Therefore, this paragraph is marked with an** "S." This, "derivative" document contains no other classified information. Therefore, portion mark all other portions with a "U."

2. (U) When using a classified source document as the basis for derivative classification, the markings on the source document determine the markings to be applied to the derivative document.

(a) (U) As with documents created by original classifiers, each derivative document must have portion markings and overall classification markings.

(b) (U) The "Classified by" line is replaced with a "Derived from" line. s reflected in the source document(s) or classification d to be transferred to the derivative document. ges 14 and 15 of this guide.

SECRET

Source document

SECRET

1 September, 1996

Special Report--ANX-128 (U)

1. (U) This is paragraph 1 which contains "Unclassified" information. This portion will therefore be marked with the designation "U" in parentheses.

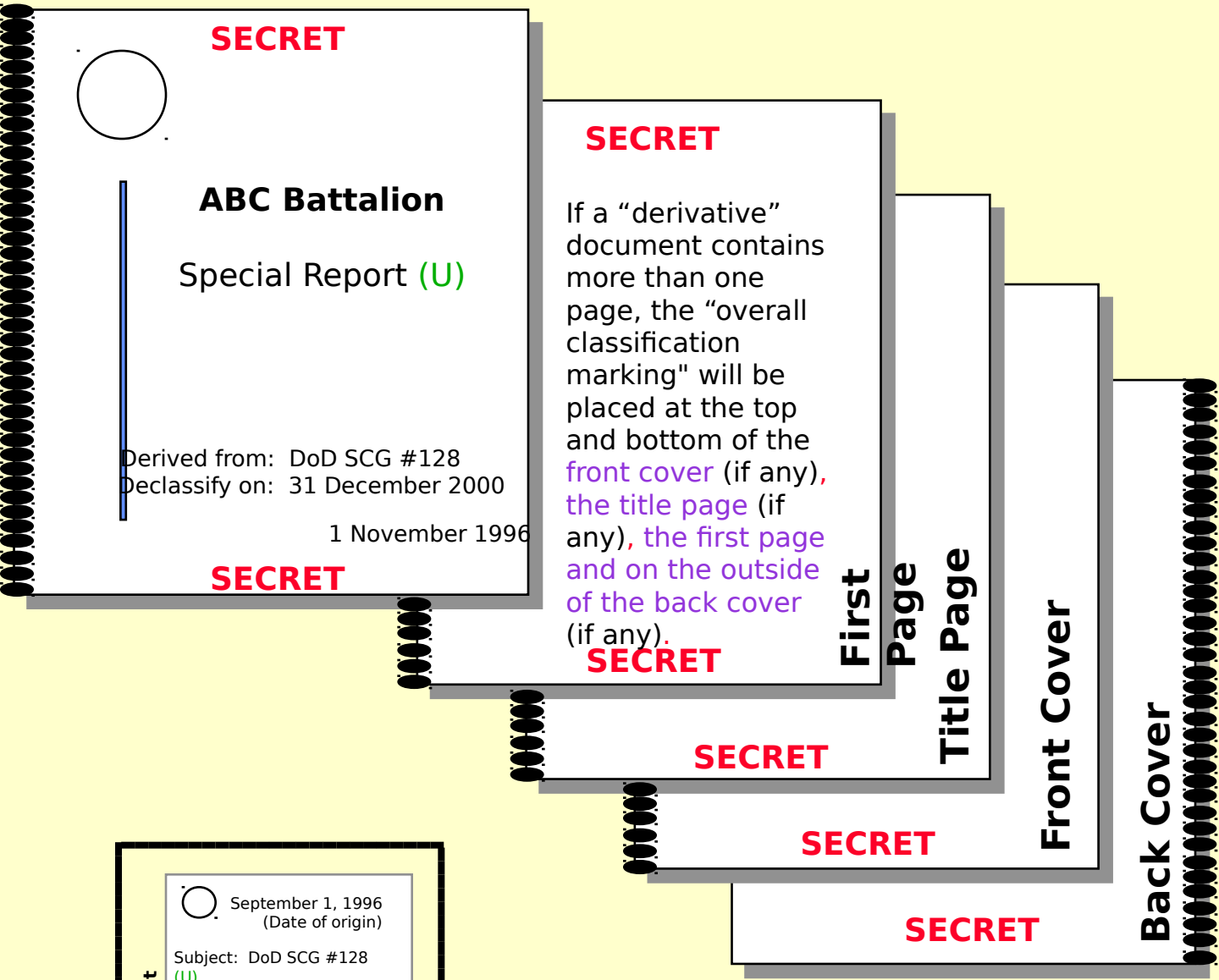
2. (S) This is paragraph 2 which contains "Secret" information. This portion will therefore be marked with the designation "S" in parentheses.

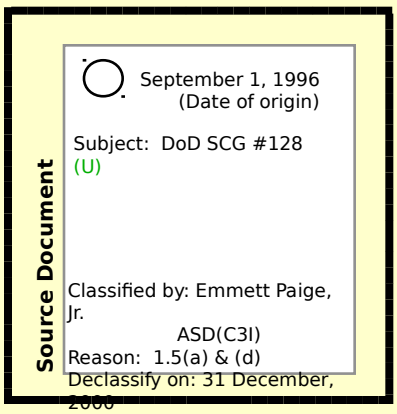
Classified by: Emmett Paige, Jr. ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: December 31, 2000

SECRET

1.

Portion Markings and Overall Classification Marking of a Derivative


SECRET
ABC Battalion
Special Report (U)
Derived from: DoD SCG #128
Declassify on: 31 December 2000
1 November 1996
SECRET
SECRET
If a “derivative” document contains more than one page, the “overall classification marking" will be placed at the top and bottom of the front cover (if any), the title page (if any), the first page and on the outside of the back cover (if any).
SECRET
First Page
SECRET
Title Page
SECRET
Front Cover
SECRET
Back Cover



“Derived from” and “Declassify on” Line

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD (I&S) 26
June 1996

SUBJECT: “Derived from" and “Declassify on” Line (U)

1. (U) Identify the source used as the basis for classification on the “Derived from” line of the derivative document

2. (S) The “Declassify on” line of the source document is carried forward to the “Declassify on” line of the derivative document. This is paragraph 2. If it were to contain “Secret” information, this portion would be marked with the designation “S” in parentheses.

3. (U) When the “Declassify on” line of the source document is marked “Originating Agency’s Determination Required” or “OADR”, mark the “Declassify on” line of the derivative document to indicate:

a. (S) The fact that the source document is marked “OADR.”
b. (U) The date of origin of the source document.

4. (U) This marking will permit future determination when classified information becomes 25 years old. If the information is determined to be of permanent historic value, provisions of the automatic declassification program (section 3.4 of E.O. 12958) apply.

Derived from: ASD(C3I) Memorandum 3.
Subj: Classification Markings (U)
Declassify on: Source document marked “OADR”
Date of source 6/25/94

Source Document

June 25, 1994
(Date of origin)

Subject: Classification Markings
(U)

Classified by:
ASD(C3I)
Declassify on: OADR*

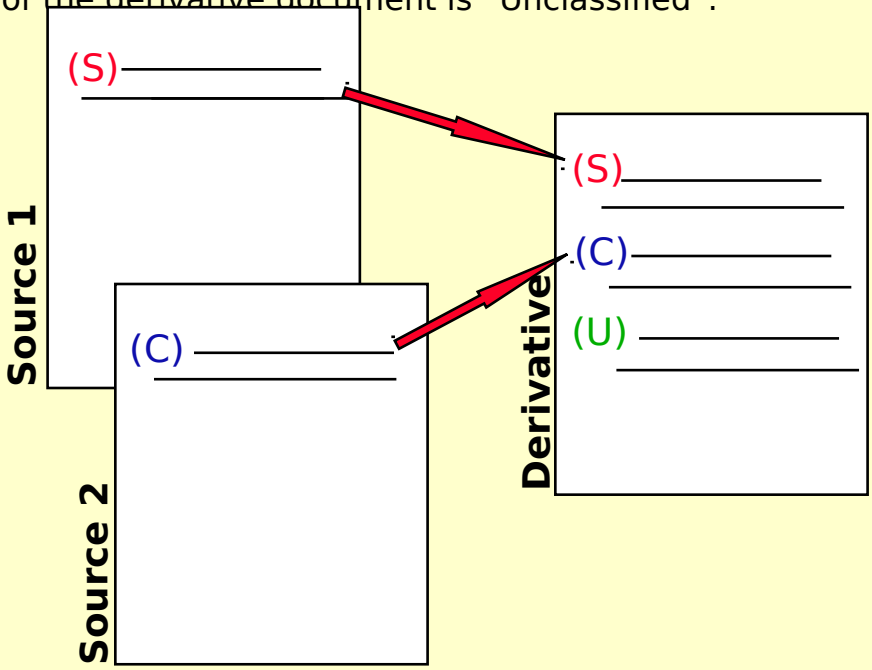
SECRET

Note: “OADR” is <u>not</u> an approved marking for documents originally classified unde

Derivatively Classifying From Multiple Sources

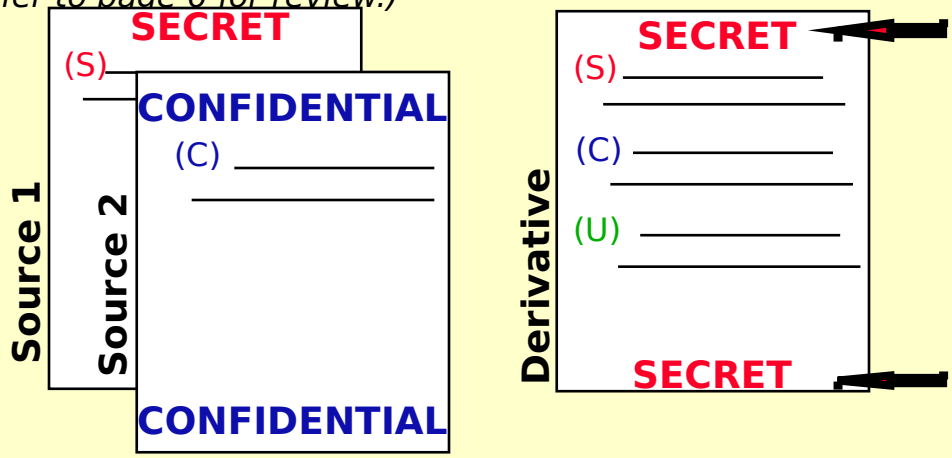
Portion Marking

When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the classification level indicated on the source documents. In the example shown, paragraph one of the derivative document incorporates "Secret" information from paragraph one of Source 1 and paragraph two of the derivative document incorporates "Confidential" information from paragraph one of Source 2. The remainder of the derivative document is "Unclassified".



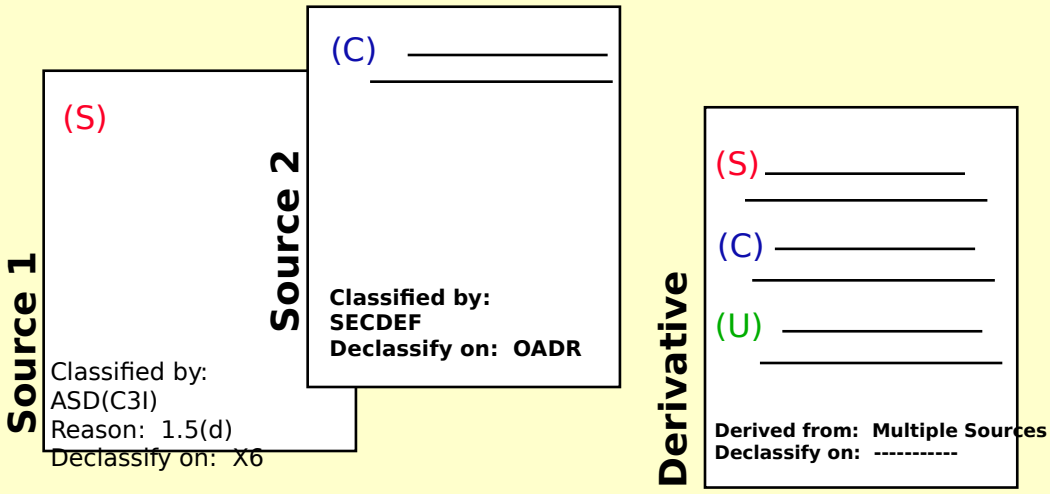
Overall Classification Marking

The derivative document will be conspicuously marked at the top and bottom with the highest classification level of information found in any portion of the document. The overall classification shown here is "Secret." If the derivative document contains more than one page, each page will be marked with an overall marking. *(Refer to page 6 for review.)*



"Derived from" Line

Enter "Multiple Sources" on the "Derived from" line of the derivative document to indicate that more than one classified source was used.



Source document Marked "Multiple Sources"

A source document that is itself marked "Multiple Sources" presents a special problem in identifying that document on the "Derived from" line of the new document. The "Multiple Sources" notation will not be carried forward to the new document as the actual sources of classification could not be traced. Instead, identify the source document by originator, date and subject on the "Derived from" line of the derivative document.

SECRET

MEMORANDUM FOR DASD (I&S) **July 25, 1995**

SUBJECT: Security Awareness of Classification Markings (U)

1. (S) This is paragraph 1 which contains "Secret" information. This portion will therefore be marked with the designation "S" in parentheses.

2. (U) This is paragraph 2 which contains "Unclassified" information. This portion will therefore be marked with the designation "U" in parentheses.

Classified by: Multiple Sources
Declassify on: OADR ASD(C3I)

SECRET

Derivative Document used as a Source Document
Prior to E.O. 12958, all documents carried a "Classified by:" line.

SECRET

DEFENSE INVESTIGATIVE SERVICE

(S) _____

Derived from: ASD(C3I) Memo;
Subject: Security Awareness of Classified Markings
(U)
Declassify on: Source marked OADR dated July 25, 1995

SECRET

Derivative Document

Identification of all classified sources

Maintain the identification of all classified sources with the file or record copy of the derivative document. If practicable, include the list with all copies of the derivative document.

Official File Copy

Derived from: Multiple Sources

Source 1: ASD(C3I) Memo dtd Oct 15, 95; Subj: ___

Declassify on: X-6

Source 2: SECDEF Memo dtd July 1, 94; Subj: ___

Declassify on: OADR

"Declassify on" Line

Prior to marking the Derivative document with the "Declassify on" Line, determine which source document requires the longest period of classification. Once that has been determined, the derivative document should reflect the longest period of classification as indicated here.

(To review declassification instructions, classification duration and/or e[illegible])

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

Oct. 15, 1995

MEMORANDUM FOR DASD (I&S)

SUBJECT: Security Awareness of Classification Markings (U)

(S) This is paragraph contains "Secret" information This portion will therefore be marked with the designation "S" in parentheses.

Classified by: Emmett Paige, Jr., ASD(C3I)
Reason: 1.5(a)
Declassify on: X6

SECRET

Source 1

Jul 1, 1994

Classified by: SECDEF
Declassify on: OADR

SECRET

Source 2

SECRET

(S) _____

_____

(S) _____

_____

Declassify on: X-6

SECRET

Derivative: Since both documents have indefinite declassification instructions, use the declassification instructions with the longest period of classification.

Derivatively Classifying from a Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected, and the level and duration of classification

Sample page from the sample guide:

Department of Defense Security Classification Guide

Subject	Classification Level	Reason	Duration
1. Program Planning	U		
2. Program Progress	U		
3. Technical Scope	**C**	**1.5(a)**	**4/15/05**
4. Vulnerability	S	1.5(g)	x-3
5. Limitations	U		

Department of Defense

Security Classification Guide - 128 (U)

1 November 1995

Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the classification guide specifies shall be classified "Confidential." Following the guidelines of the Classification Guide, the first paragraph has been marked with a "C." All other portions are unclassified, as indicated in the Classification Guide, and are marked appropriately with a "U."

Overall Classification Marking

Conspicuously mark the overall classification at the top and bottom of the derivative document. As shown here, the highest classification level is "Confidential."

Derivative

CONFIDENTIAL

Title (U)

(C) This paragraph includes information about **technical scope.**

(U) This paragraph includes information on **program planning**

(U) This paragraph includes information on **program progress.**

Derived from:: Scty Class Guide #128
Dated: 11/1/95
Declassify on: April 15, 2005

CONFIDENTIAL

SECTION 3 - Marking Special Types of Information and Material

Classification Extensions

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD (I&S) 26 August 1996

SUBJECT: Classification Extensions (U)

1. (U) An original classification authority may extend the duration of classification for successive periods not to exceed ten years at a time. For information contained in records determined to be permanently valuable, multiple extensions shall not exceed 25 years from the date of the information's origin.

2. (S) Revise the "Declassify on" line to include the new declassification instructions, and the identity of the person authorizing the extension and the date of the action.

3. (U) Reasonable attempts should be made to notify all holders of a classification extension.

Classified by: Emmett Paige, Jr.
ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: ~~December 31, XXXX~~

Classification extended on Dec. 1, XXXX until Dec. 1, 2010 by William S. Cohen, SECDEF

SECRET

Foreign Government Information

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DEPSECDEF 27 March 1996

SUBJECT: Foreign Government Information (U)

1. (U) The U.S. Government affords protection to information provided by foreign governments. Care must be taken to identify the source of the information.

2. **(FGI-C)** Mark the portions that contain the foreign government information to indicate the country of origin and the classification level. Substitute the words “Foreign Government Information” or “FGI” where the identity of the specific government must be concealed. The identify of the concealed foreign source in this example must be maintained with the record copy and adequately protected.

3. **(UK-S)** This paragraph contains information marked “Secret” by the government of United Kingdom. The “Derived From” citation should cite the title of the document provided. Declassification date, event, or exemption category is carried forward, if known.

Derived from: FGI Source Document or
Identify Foreign
Government
Source Document dated
_____
Declassify on: X5, FGI

When the identity of the country must be concealed, substitute “Foreign Government Information (FGI)” for the name of the specific country and note the country in the record copy of the document.

SECRET

Include the following statement at the bottom of documents containing classified foreign government information: “This document contains (country of origin) Information.”
Routine correspondence, such as this memorandum, does not require this statement.

Letters of Transmittal

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD (I&S) August 27, 1996

SUBJECT: Letters of Transmittal

1. Information in transmittal letters are marked on the basis of content. Frequently, unclassified transmittal letters have classified attachments. The overall marking on the transmittal letter must reflect the highest classification of its attachments.

2. Conspicuously mark an unclassified transmittal document with the **highest classification level of any information transmitted by it.** Also mark the transmittal document with an appropriate instruction indicating that it is unclassified when separated from classified enclosures, as shown here.

1.

Joseph Smith
OASD(C3I)

Attachments:
1. **Secret** C3I memorandum, dated _____ subj: ____
2. Memo dated _____

Unclassified when separated from classified enclosures **2.**

SECRET **2.**

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DEPSECDEF August 31, 1996

SUBJECT: Letter of Transmittal With Classified Information (U)

1. (U) If the transmittal document itself contains classified information, mark it as required for all other classified information, except:

a. (U) Conspicuously mark the top and bottom of the transmittal document with the **highest classification level of any information contained in the transmittal document or its enclosures**;

b. (C) Mark the transmittal document with an appropriate instruction indicating its **overall classification level when separated from its enclosures as shown in this example**.

2. (U) The derived from line reflects the decision applied to the transmittal letter. Page 23 of the Security Classification Guide-123 requires the paragraph above to be Confidential.

3. (U) In this example, the Attachment is classified SECRET. Therefore, the overall classification of this particular transmittal letter is marked "SECRET".

Emmett Paige, Jr.
ASD(C3I)

Derived from: SCG-123 **3.**
Declassify on: December 31, XXXX

Attachment
Secret memo dtd _____ subj _____

Downgrade to Confidential when separated from Secret enclosure **1.**

SECRET **3.**

Atomic Energy Information

SECRET
Restricted Data

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DEPSECDEF August 31, 1996

SUBJECT: Atomic Energy Act of 1954 (U)

1. (S-RD) Documents containing "Restricted Data" or "Formerly Restricted Data" as defined by the Atomic Energy Act of 1954, should have abbreviated markings ("RD" or "FRD") included with the classification marking (S-RD).

a. (S-FRD) This paragraph contains "Secret" Formerly Restricted Data only. RD markings will not be applied.

b. (S-RD)(N) Critical Nuclear Weapon Design Information (CNWDI) shall be marked with an "N" in separate parentheses following the portion marking.

3. (U) Special warning notices are applied to RD, FRD and CNWDI. If a document combines both as depicted here, only the RD warning notice is affixed. No declassification instructions are used.

Warning notice

Derived from: DOE CG-W5
(identify the classifier)

Restricted Data
SECRET

Joseph Smith
OASD(C3I)

Attachment

Warning Notices:

RESTRICTED DATA. This document contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

FORMERLY RESTRICTED DATA. Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination; Section 144b, Atomic Energy Act of 1954.

CNWDI Critical Nuclear Weapon Design Information-DoD Directive 5210.2 applies.

E.O. 12958 <u>does not</u> apply to "Restricted Data" or "Formerly Restricted Data." This example shows how to integrate Restricted Data and Formerly Restricted Data into a DoD-generated document. The Department of Defense does not originate RD or FRD; therefore, all documents should reflect "derived from:" byline. In this example, we are citing a Joint DoD and DOE classification guide published by the Department of Energy. For additional guidance, see your security officer.

Classification by Compilation

CONFIDENTIAL

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

MEMORANDUM FOR DASD (I&S) August 31, 1996

SUBJECT: Classification By Compilation (U)

1. (U) When a document consisting of individually unclassified items of information is classified by compilation, the overall classification shall be marked conspicuously at the top and bottom of each page and the outside of the front and back covers (if any). An explanation of the basis for classification by compilation shall be placed on the face of the document or included in the text.

2. (U) If portions, standing alone, are unclassified, but the document is classified by compilation or association, mark the portions "U" and the document and pages with the classification of the compilation. You must also add an explanation of the classification or the circumstances involved with association.

3. (U) If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. An explanation of the classification by compilation is required.

2.

Paige, Jr.

Derived from: CONOP #123. The compilation of unclassified training schedules reveals the impending initial operational capability (IOC) of this unit. CONOP #123 requires that unit IOC be classified CONFIDENTIAL.

Declassify on: Completion of Operation
OR
Classified by: ASD (C3I)
Reason: Compilation of unclassifed training schedules for specific contingency plan is CONFIDENTIAL Sect 1.5(a).

2.

Declassify on: August 31, 2001

CONFIDENTIAL

Special Access Programs

1. "Special Access Programs" (SAPs) are established IAW Chapter 8, DoD 5200.1-R, "Information Security Program Regulation." SAPs are created only when absolutely necessary to protect the Nation's most sensitive and critical information or when required by statues. Establishment shall be consistent with law, policy, and regulations, and be based on a determination that the threat and/or vulnerability (e.g. sensitivity or value of the information) warrants enhanced protection.

2. Any DoD program or activity employing enhanced security measures exceeding those normally required for information at the same classification level shall be established, approved, and managed as a DoD SAP. Examples of such enhanced security measures include the following:

a. use of any special terminology, including code words, other than an unclassified nickname, to identify or control information dissemination;
b. personnel security investigative or adjudicative requirements more stringent than those required for a comparable level of classified information;
c. specialized non-disclosure agreements;
d. exclusion of a classified contract (use of carve-out); or
e. a central billet system to control the number of personnel authorized access.

3. All DoD programs which operate under the above enhanced procedures are considered to be SAPs, including (i) Programs managed under special delegation authorities previously approved by the Secretary of Defense or Deputy Secretary of Defense; (ii) Programs sponsored by other departments or agencies, but for which DoD participants manage internal DoD security controls (e.g. DoD-managed subcompartments of larger, non-DoD SAPs; (iii) and Programs conducted in support of, or in cooperation with, other departments, agencies, branches of government, or other governments. SAPs may only be approved by the Secretary of Defense or Deputy Secretary of Defense.

4. All marking provisions previously described in this guide apply to SAPs. Additional markings include: (i) the use of special distribution notices such as "Special Access Required" (SAR); and/or (ii) an assigned program nickname(s) or code word(s)

5. To differentiate a nickname from a code word, remember that:

a. A nickname is a combination of two unassociated and unclassified words.
b. Nicknames are normally typed in ALL CAPS.
c. A code word is a single word assigned a classified meaning by appropriate authority.
d. The code word is classified Confidential or higher.
e. All nicknames and code words are issued through the DoD Components (usually SAP channels) and strictly controlled.

6. The unclassified examples on the following two pages, depict common markings for SAP documents. The examples are for ILLUSTRATIVE USE ONLY. The format for markings should be adjusted to accommodate software applications and production efficiency. For instance, the examples show the overall classification and nickname/code word in the header and the overall classification and special access requirement in the footer.

SAP "NICKNAMES"

SAPs use nicknames for control of dissemination and "need-to-know." Nicknames are assigned to the program when the SAP is approved. Nicknames are designated by two unassociated words, which are unclassified by themselves (i.e. TWISTED FEATHER).

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph. [1]

Highest classification and program nickname are conspicuously placed at the top and bottom.

TOP SECRET/TWISTED FEATHER (U)

OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR POLICY

June 25, 1996

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: Identification and Marking of Classified Documents (U)

1. (U) This paragraph contains "Unclassified" information.

2. (C) This paragraph contains non-SAP national security information.

3. (TS/TF) This paragraph contains TOP SECRET information related to the special access program TWISTED FEATHER (U). Portion markings are the same as previously described in this marking guide. The exception is the addition of the nickname digraph following the TS designation.

Richard F. Williams, CPP
Director, Special Programs
ODUSD(P)Policy Support

Classified by: USD(P)
Reason: 1.5 (a) and (d)
Declassify on: December 31, 2000

TOP SECRET/SPECIAL ACCESS REQUIRED[2]

[1] A SAP digraph or trigraph is a 2 or 3 letter designator given to each SAP. In this example, "TF" shown here represents the nickname "TWISTED FEATHER".

[2] A nickname, code word, trigraph, and/or digraph may be substituted for the term "SPECIAL ACCESS" Channels. Refer to the SAP Security Procedure Guide for instructions.

SAP Documents

SAP "CODE WORD"

In addition to nicknames, SAPs also use code words for control of dissemination and a "need-to-know". Code words, like nicknames, are assigned to the program when the SAP is approved. A code word is a single word with a classified meaning.

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph

Highest classification and program code word are conspicuously placed at the top and bottom

TOP SECRET/CODE WORD (S)

OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR POLICY

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: Identification and Marking of Classified Documents (U)

1. (U) This is paragraph 1, which contains "Unclassified" information.

2. (TS/CW) This paragraph reflects Top Secret information controlled in the CODE WORD classified program.

Richard F. Williams, CPP
Director, Special Programs
ODUSD(P)Policy Support

2000

TOP SECRET/SPECIAL ACCESS REQUIRED

Section 4 - “Other”

Automatic Declassification - The 25-year rule

1. The automatic declassification provision (Section 3.4) of E.O. 12958, requires declassification of information in permanently valuable historical records (as defined by Title 44, U.S. Code) 25 years from the date of original classification, whether or not the records have been reviewed. Subsequently, all classified information in such records shall be automatically declassified no later than 25 years from the date of its original classification, with the certain exceptions outlined in the E.O.

2. Only the Secretary of Defense and the Secretaries of the Military Departments may exempt information from this automatic declassification, and only under certain circumstances. Information exempted from automatic declassification at 25 years remains subject to the mandatory and systematic declassification review provisions.

3. If the record is exempt from 25 year declassification, the following markings are used:

a. Site the exemption categories for number or phrase on the “Declass” line

Example: 25X ____
25X, Human Sources

b. List a date for “Declass” review

Example: 25X ____
Review 4/15/10

4. Classified information, contained in records that are more than 25 years old, and which have been determined not to have permanent historical value, and are scheduled for disposition in agreement with the National Archives and Records Administration (NARA), is not subject to automatic declassification. Agency retention and destruction requirements apply.

5. Consult your security officer or records manager for additional information.

Marking Information “Other Than” Documents

Charts, maps, equipment, drawings and photographs

Information must be marked with the highest level of classification regardless of what form that information may take. The next few pages show examples of marking situations to guide you. The principles are the same. Portion marking, overall marking, classification byline and declassification instruction. The legend, title and scale blocks in the following examples are treated as portions of the document. Ensure that the overall classification of the product shows when the item is folded or rolled.

SECRET

Full Scale (U)

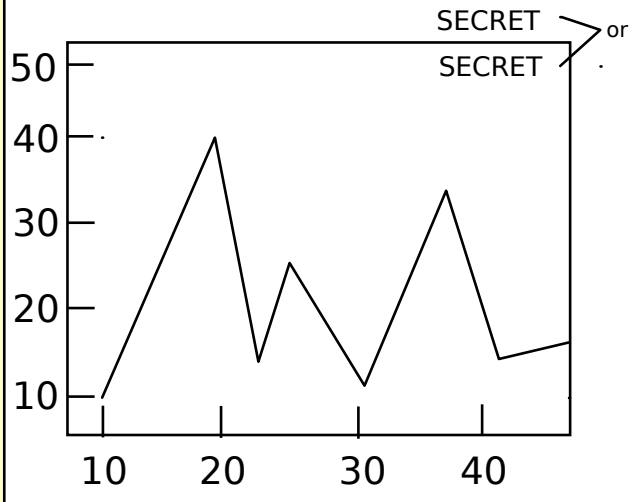
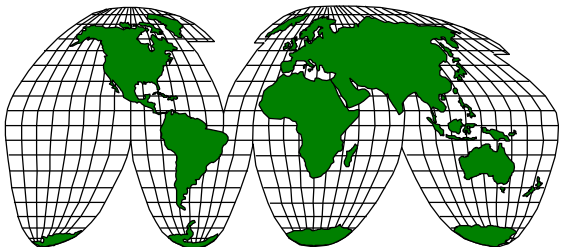


Figure 2: (S) Charts may have the portion marking inside or outside the chart area. Mark to eliminate doubt as to what the classification of the portion may be.

SECRET

SECRET



SECRET

(U) Maps may have the portion marking inside or outside the map area. Mark to eliminate doubt as to what the classification of the portion may be.

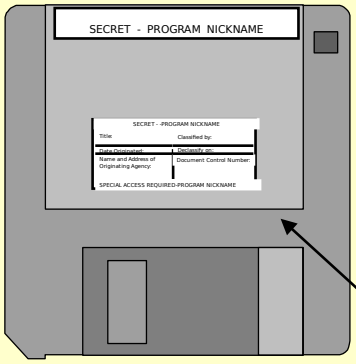
SECRET

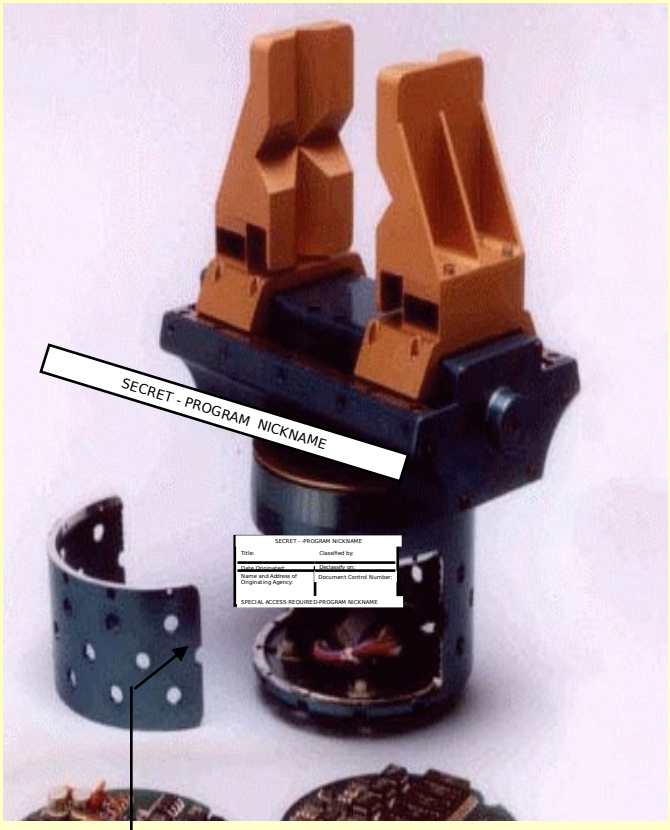
If these pages are part of a classified document, mark as indicated above. When charts and maps are single page documents, include the required associated markings (i.e. Title, Origination Date, “Classified by” line, “Declassify on” line, Name and address of Originating Agency, Overall Classification, and Portion Markings).

Hardware and Equipment

Hardware, software, computers, and equipment must have the required markings applied.

SECRET - PROGRAM NICKNAME





Standard Form labels are also available-see page 33.

(Hardware or Equipment Tag)

SECRET-PROGRAM NICKNAME

Title:	Derived From:
Date Originated:	Declassify on:
Name and Address of Originating Agency:	Document Control Number: (if required)

SECRET-PROGRAM NICKNAME

Continuous Form (Fan Folded or Rolled) Documents

Continuous form/fanfold documents are unique documents requiring specialized marking.

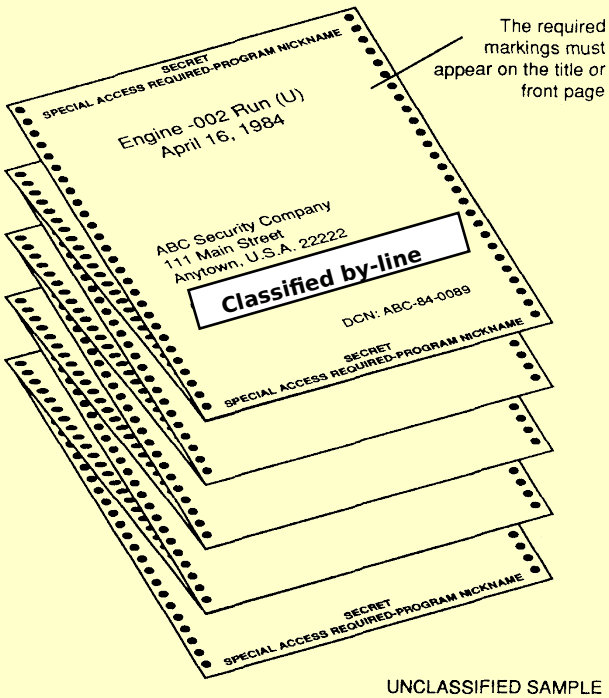
1. Apply the overall classification at the top and bottom of the first and back pages.
2. Apply the required markings on the face page (either the first page or front cover).
3. Apply markings by either computer software, stamps, or other methods.
4. For production efficiency, the overall classification of interior pages may be the overall document classification.
5. Portion markings of individual lines is not required.
6. If separated, title pages must be applied to each document created as

Safeguard Statement:

(This optional statement is often applied to these products on the first page)

"HANDLE AS (enter the appropriate classification level) INFORMATION UNTIL REVIEWED BY THE ORIGINATOR OR CLASSIFICATION MANAGER."

Note: The requester of the product determines the actual classification after receipt and may change the classification after review and before storing or taking other accountability actions.



Transparencies, Vu-Graphs, and Slides

SECRET

Title: _____
Date of Orig: _____

Name and Address
of Facility of Origin: _____

SECRET

Overall classification, special control notices, and other required security markings must be shown on the image area and also on the border, frame or holder.

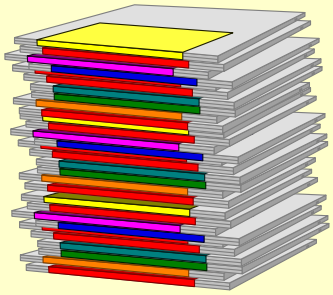
SECRET

Derived from: _____
Declassify on: _____

SECRET

Computer Media

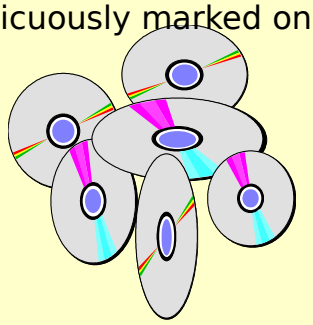
Basic document markings apply to all media.



Computer disc must reflect the highest level of classification contained on the disc. Standard labels should be used for all levels of classification.

SF706 - Top Secret
SF707 - Secret
SF708 - Confidential
SF709 - Classified
SF710 - Unclassified
SF711 - Data Descriptor
SF712 - Classified SCI

No standard form (SF) and/or label(s) exist for Compact Discs (CDs). The SF labels prescribed for removable storage media may be used for the marking of classified CDs and their cases. Classification must be conspicuously marked on the CD case and the CD itself.



Slides must have markings on the slide cover and on the actual image so when the slide is displayed on screen, the classification is clearly identified. Applicable associated markings should be applied to the lead slide.

References

1. Executive Order 12958, “Classified National Security Information,” April 17, 1995
2. Office of Management and Budget Implementing Directive to E.O. 12958, October 13, 1995
3. DoD Directive 5200.1, “DoD Information Security Program,” December 13, 1996
4. DoD 5200.1-R, “Information Security Program Regulation,” January 17, 1997
5. DoD Directive O-5205.7, “Special Access Program (SAP) Policy,” January 4, 1989
6. Director of Central Intelligence Directive 1/7, “Security Controls on the Dissemination of Intelligence Information,” April 16, 1996
7. Director of Central Intelligence Directive 5/6, “Intelligence Disclosure Policy,” draft.
8. DoD Directive 5210.2, “Access to and Dissemination of Restricted Data,” January 12, 1978

This guide does not include instructions for the marking of sensitive and/or controlled, unclassified information. Refer to DoD 5200.1-R (Appendix C) for additional information.

Notes:

Security Manager: _____
Telephone: _____